

## How to Become a Substitute Teacher at DCPS:

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1. **Apply.** Go to <http://dcps.force.com> to apply for the position of Substitute Teacher with DC Public Schools. Applicants should be careful to answer each and every question, even if it does not seem applicable. A confirmation email will be sent when the application has been submitted.
2. **HR Review.** After the application is submitted, Substitute Staffing will review the application and resume, and we will decide whether to invite the applicant to a group interview. Applicants will receive an email notification either way, with all the pertinent information.
3. **Virtual Group Interview.** We will conduct the virtual interview, which includes a 5-minute mock lesson, and decide whether to hire the applicant. He or she will be notified via email within one week. *Our interview can be waived if we receive a written recommendation from a DCPS principal.*
4. **Fingerprinting.** We fingerprint all candidates who are selected, even if they have been printed by another agency (such as a police station). DCPS-specific fingerprinting is valid for two years. We will also conduct a TB risk assessment during the fingerprinting process. If you are at risk for TB, we will ask that you receive a TB test from your primary health physician and/or clinic.
5. **Additional Clearances.** If we intend to hire the candidate, we will send a list of next steps, which includes the complete the child protection registry (CPR) clearance, new hire dashboard, and drug testing. The drug testing must be completed with our vendor within two weeks. The drug test remains valid for 6 weeks. During the drug testing process candidate will also complete the sex offender's registry (SOR) clearance. Results from drug testing, CPR clearance, SOR clearance and fingerprinting are sent to us electronically.
6. **Licensure.** As of March 2016, the Office of the State Superintendent of Education will no longer issue substitute licenses. DCPS requires all applicants to submit their official transcript from a college/university prior to orientation sessions. Transcripts must indicate the applicant is in possession of a conferred associate degree or higher.
7. **Transcripts.** *Unofficial transcripts will not be accepted.* Official transcripts can be submitted using our new hire dashboard or via email. Emailed transcripts can be submitted to [dcps.substitute@k12.dc.gov](mailto:dcps.substitute@k12.dc.gov) directly from the college/university. Official printed copies will be requested once Central Office has resumed normal business hours.
8. **Virtual Orientation.** Once the candidate has completed the list of next steps, he/she may sign up to attend a virtual orientation session. The candidate *may not* attend orientation until documents, including **official transcripts, clearances, a drug test, and fingerprinting results** are submitted. We will conduct the virtual orientation session via Cisco WebEx. A link will be provided for you to attend once you sign-up for the date and time.
9. **Offer Letter.** We will issue an official offer of employment with DC Public Schools, and the candidate can begin working after s/he signs and accepts this offer letter.
10. **SmartFind Express.** SmartFind Express is our system used for schools, teachers, and substitute teachers. After signing the offer letter, new hires will appear in SmartFind Express ([dcps.eschoolsolutions.com](http://dcps.eschoolsolutions.com)). No substitute may work in any school if their name does not appear in SmartFind Express. All jobs must be entered before the substitute begins work each day.

**Note: No person shall work with DC Public Schools' students without passing a Drug Test, CPR, SOR, and a DCPS-specific fingerprinting check.**